

## ENGINEERING/ENVIRONMENTAL PLANNER

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate professional and administrative work assisting the County Engineer in ensuring land development plans comply with applicable ordinances and statutes; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Administering the development bond and erosion and sediment control programs; coordinating the street acceptance program; enforcing various codes; preparing and maintaining files and records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as manager of the Development Bond Program; performs initial bond estimate reviews and approvals, bond reductions, bond releases, bond database management and coordination of bonded project inspections.
- Administers the County Erosion and Sediment Control Program; recommends enforcement actions and assists with implementing corrective plans; serves as County liaison for associated local and state agencies.
- Coordinates the Street Acceptance Program including street eligibility inspections, research and review of deeds and plats to ensure proper right-of-way dedication and drainage easements have been recorded; prepares Board of Supervisors consent agenda requests and resolutions for street acceptance.
- Provides technical assistance and information to developers, engineers, financial institutions, attorneys, citizens and property owners; assists in the completion of necessary agreements, forms and documents.
- Assists in interpreting and enforcing provisions of applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions to correct deviations or violations.
- Processes and reviews Land Disturbing Permit Applications and prepares the permit for approval.
- Prepares or completes various forms, reports, referral reports, staff reports, draft ordinances, ordinance amendments, draft resolutions, special exception conditions, fact sheets, agendas, meeting packets, maps, presentations, etc.
- Coordinates review and approval of Wetland Mitigation Banks and Stream Restoration Plans.
- Participates/serves on various committees and boards.
- Identifies environmental initiatives needing attention or implementation; provides staff support during the subdivision and site plan review process; provides information to assist with updates to ordinances and the Comprehensive Plan.
- Provides input for responses to land disturbing inquiries; determines when activity is regulated and coordinates necessary permitting requirements.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the principles and practices of civil engineering and environmental planning; thorough knowledge of current literature and recent developments in the field of civil engineering and environmental planning; general knowledge of ordinances governing construction plans and related codes; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly to lay groups and the public; firmness and tact in enforcing ordinances and regulations; ability to establish and maintain effective working relationships with associates and representatives of other public agencies.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering, environmental sciences or related field and some land development review, planning, zoning and code enforcement experience.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of or ability to acquire Erosion and Sediment Control Inspector and Plan Reviewer certification. Certification as Erosion and Sediment Control

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Program Administrator preferred.

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